

LASALLE/PUTNAM COUNTY EDUCATIONAL ALLIANCE FOR SPECIAL EDUCATION
1009 Boyce Memorial Drive Ottawa, IL 61350
PHONE/TDD: 815-433-6433 / FAX: 815-433-6164 / EMAIL: mchapman@lease-sped.org

Open Meeting Minutes

Date: December 3, 2019

Time: 9:05a.m.

Location: L.E.A.S.E. Office Board Room

Type of meeting: Regular

Name of person taking the minutes: Colleen Stefan

Name of person presiding: Mr. Brian DeBernardi

Roll call indicated

Members in attendance:

1. Mr. Carl Carlson
2. Mr. Brian DeBernardi
3. Mrs. Kristi Eager
4. Dr. Jodi Moore (entered meeting at 9:25 a.m.)
5. Mr. Mike Pillion
6. Mr. Chuck Schneider
7. Dr. Kristin School

Members absent:

1. None

Also present

1. Ms. Mary Jane Chapman, Director

Reception of Guests and Visitors & Opportunity for Public Comment

There were none.

Approval of Items on Consent Agenda (Open Session Minutes and Closed Session Minutes from the Board meeting held on November 5, 2019; October 2019 Bank Reconciliations; Bills and the October Financial Report).

Summary of discussion: An additional bill list was shared. Ms. Chapman also added an item to the consent agenda. A Medicaid distribution list would also need to be approved in order for L.E.A.S.E. to make the payments.

Motion made by: Mrs. Eager

Motion: To approve the open session minutes from the board meeting held on November 5, 2019, October 2019 Bank Reconciliation; the Medicaid distribution list for payment, bills and the October Financial Report.

Motion seconded by: Mr. Carlson

Roll Call: "Yeas" – Eager, Carlson, DeBernardi, Schneider, Pillion and School

"Nays" – none.

Action: Passed

Remaining Agenda Items

Agenda item: Approve a change in the April Executive Meeting Date.

Summary of discussion: Ms. Chapman informed the board that the April meeting is slated for April 7, 2020. There will be many conflicts of attending the meeting due to the spring break schedule. Ms. Chapman suggested moving the meeting to April 14, 2020.

Motion made by: Mr. Carlson

Motion: to approve April 14, 2020 as the date for the April L.E.A.S.E. board meeting

Motion seconded by: Mr. Schneider

Voice Vote: "Yeas" – all

"Nays" – none.

Action: Passed

Motion to Adjourn to Closed Meeting

Date: December 3, 2019

Time: 9:08 a.m.

Location: L.E.A.S.E. Office Board Room

Motion made by Mr. Pillion

And seconded by Dr. School

To adjourn to closed meeting to discuss:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Alliance or legal counsel for the Alliance, including hearing testimony on a complaint lodged against an employee or against legal counsel for the Alliance to determine its validity.

Voice Vote: "Yeas" – all

"Nays" – none.

Actions: Passed

Time of adjournment of closed meeting and return to open meeting: 9:18 a.m.

Motion to Return to Open Meeting

Motion made by Mrs. Eager

And seconded by Mr. Carlson

Motion: To return to Open Meeting

Voice vote "Yeas" – all

"Nays" – none.

Action: Passed

Anticipated Action Items After Closed Session

Approve retirement request resolutions

Summary of discussion: As discussed in Closed Session

Motion made by: Dr. School

Motion: Adopt the resolutions for retirement requests from staff

WHEREAS After over 26 years of service to the L.E.A.S.E. Cooperative, Mr. Mark Sweet has officially indicated his intent to retire on December 31, 2021, and...

WHEREAS Mark Sweet is requesting the Executive Committee consider a 6% increase in creditable compensation for the period of July 1, 2020 through June 30, 2021 and another 6% increase in creditable compensation for the period of July 1, 2021 through December 31, 2021, therefore be it formally...

RESOLVED to approve a 6% increase to creditable earnings on July 1, 2020, and a 6% increase to creditable earnings on July 1, 2021, so that any I.M.R.F. creditable compensation and/or benefit increases, whether under contract or otherwise, shall not exceed the maximum amount (6%) which results in a retirement annuity being fully funded by Illinois Municipal Retirement Fund without liability to the L.E.A.S.E. organization for any portion of the employee's retirement annuity, and to accept Mr. Sweet's formal notification of pending retirement as a formal letter of resignation as of December 31, 2021.

WHEREAS After over 39 years of service to the L.E.A.S.E. Cooperative, Ms. Julie Kirkpatrick has officially indicated her intent to retire on December 31, 2023, and...

WHEREAS Julie Kirkpatrick is requesting the Executive Committee consider a 6% increase in creditable compensation for each of the periods of July 1, 2021 through June 30, 2022, July 1, 2022-June 30, 2023 of July 1, 2023 through December 31, 2023, therefore be it formally...

RESOLVED to approve a 6% increase to creditable earnings on July 1, 2021, July 1, 2022, July 1, 2023, so that any I.M.R.F. creditable compensation and/or benefit increases, whether under contract or otherwise, shall not exceed the maximum amount (6%) which results in a retirement annuity being fully funded by Illinois Municipal Retirement Fund without liability to the L.E.A.S.E. organization for any portion of the employee's retirement annuity, and to accept Ms. Kirkpatrick's formal notification of pending retirement as a formal letter of resignation as of December 31, 2023.

WHEREAS After over 20 years of service to the L.E.A.S.E. Cooperative, Mrs. Kathy Parzgnat has officially indicated her intent to retire on December 31, 2023, and...

WHEREAS Kathy Parzgnat is requesting the Executive Committee consider a 6% increase in creditable compensation for each of the periods of July 1, 2021 through June 30, 2022, July 1, 2022-June 30, 2023 of July 1, 2023 through December 31, 2023, therefore be it formally...

RESOLVED to approve a 6% increase to creditable earnings on July 1, 2021, July 1, 2022, July 1, 2023, so that any I.M.R.F. creditable compensation and/or benefit increases, whether under contract or otherwise, shall not exceed the maximum

amount (6%) which results in a retirement annuity being fully funded by Illinois Municipal Retirement Fund without liability to the L.E.A.S.E. organization for any portion of the employee's retirement annuity, and to accept Mrs Parzgnat's formal notification of pending retirement as a formal letter of resignation as of December 31, 2023.

Seconded by: Mrs. Eager

Roll Call: "Yeas" – School, Eager, Carlson, DeBernardi, Pillion and Schneider

"Nays" – none.

Action: Passed

Approve the hiring of staff

Summary of discussion: As discussed in Closed Session

Motion made by: Mr. Pillion

Motion: Adopt the following resolution for the hiring of staff

WHEREAS a vacancy exist for C.B.S. Paraprofessionals and . . .

WHEREAS a suitable and fully qualified applicant has now been found for this position, therefore be it . .

RESOLVED to employ Mary Jo Tillman (\$15.00/hour) for the remainder of the 2019-20 school year as Circuit Breaker School Paraprofessional.

Seconded by: Mr. Carlson

Roll Call: "Yeas" – Pillion, Carlson, DeBernardi, Eager, Schneider and School

"Nays" – none.

Action: Passed

Information Items

C.B.S. monthly report;

Ms. Chapman announced that the School Improvement team has been meeting to discuss different issues within the school. Areas the team examines include student attendance, behavior, restraining and academic improvement. Ms. Chapman said the team has discovered that C.B.S. students seem to have higher assessment scores the first half of the school year, while the spring test scores are lower. Ms. Chapman informed the board that the team will be addressing this issue and look for solutions to improve spring assessment scores.

Policy Updates;

Ms. Chapman explained that these updates are the PRESS recommendations that apply to the cooperative. Ms. Chapman did want to highlight and discuss in more detail policy 4:80 (raising thresholds). The auditor highly recommended to retroactive this policy. A vote on approving this, and the other policies, will be done at the January 7, 2020 meeting.

Review the 2019-2020 L.E.A.S.E. “Cooperative Status/Needs Assessment Report;

Ms. Chapman explained that this report is a little different from last year because there is no longer funding for incentive programs. The report is also set up so that each superintendent will get district specific information. The report also is an overview on different areas of L.E.A.S.E. services.

RIF Joint Committee Annual Review;

The L.E.A.S.E. Reduction in Force Joint Committee met on November 22, 2019 to review the Reduction in Force agreement that was finalized January 26, 2012. Ms. Chapman explained that this is an annual requirement and that board members received documentation of the meeting in their board packets.

Updates to Restraint and Time Out Rules;

Ms. Chapman shared an overview of the emergency rules, changes to C.B.S. processes, and a review of the data sent for the original FOIA request. The board discussed the new guidelines and had concerns with the clarity of some of the verbiage stated in the new laws. Ms. Chapman shared that ISBE is getting an abundant amount of feedback and complaints on the new laws and that they will be amending some of the restrictions in the near future. Ms. Chapman said that the negative outcome of these new restrictions is that placement facilities won't take any students until they have a clear interpretation of the new laws. Finally, school districts are mandated to supply ISBE with time out and restraint reports for past school fiscal years. School FY's 2017/18, 2018/19 and 2019/20 must be reported.

Centralized Hiring by L.E.A.S.E.;

Ms. Chapman shared that the memo is an annual requirement and will go out to all superintendents to help gather the necessary information to make employment recommendations in the spring for speech/language pathologists employed by L.E.A.S.E. for districts. Ms. Chapman reminded the board that the deadline to reply to this memo is January 31, 2020.

L.E.A.S.E., Medicaid, I.S.B.E., legal, legislative initiatives (verbal report);

- Ms. Chapman informed the board that one of our staff members was involved in a traffic accident. The staff member was not hurt, however, the auto did receive a fair amount of damage. The accident was not the fault of our staff and the other driver involved was ticketed and charged with causing the accident.
- Excess cost information is now in IWAS. Ms. Chapman has copies of last year's worksheets and will get those emailed out to districts.
- Ms. Chapman told the board members that districts will need to verify child counts. A training video will be required to be done before verifying the child counts.
- Ms. Chapman announced that Prairie State Co-op members will get rebate checks.

Approval of Motion to Adjourn

Motion to adjourn made by Dr. School

Motion seconded by: Mr. Pillion

Action: Passed

Time of adjournment: 10:03 a.m.

Post Meeting Action

Date minutes approved: Jan. 7, 2020

Date minutes were available for public inspection: Jan. 7, 2020

Date minutes were posted on Alliance website: Jan. 7, 2020